

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR**

TENDER CALL NOTICE

Sealed Tenders are invited from the firms for **digitization of Archival rare books and records** of Odisha State Archives, Bhubaneswar with detail scope written in Technical BID form. The price should be quoted including all taxes applicable and other charges as applicable. Only eligible firms as specified in the technical bid should submit tender accompany with all requisite documents and should reach the office of the undersigned on or before within 12.12.2014 by 12.00 noon. The Tenders will be opened on 12.12.2014 at 12.30 pm in the office of the under signed. Detail Documents should be given along with the Tender. The undersigned has all the rights to disqualify based on the quality and technology used by the vendors. The undersigned reserves the right to reject any or all Tenders without assigning any reason thereof. Payment will be made after delivered and certificate from authorised officers or as per the Financial BID form in the undersigned authority. For more details and Tender documents visit to <http://www.orissaculture.gov.in/advertisement.asp>

Bm 24. 11. 14.

Superintendent,
Odisha State Archives,
Bhubaneswar.
Phone:-0674-2501636

Tender Notice
No. 1 /2014
Odisha State Archives
Sachivalaya Marg,Bhubaneswar,Odisha-751001
e-mail-odishaarchives@nic.in
Phone:-0674-2501636

Superintendent, Odisha State Archives, Bhubaneswar, Odisha invites Tenders/Quotations under "Two Bids System" Technical Bid & Financial Bid for the following Project in Odisha State Archives.

Preparation of Digital images of Archival rare books & records in Odisha State Archives Bhubaneswar, Odisha. The Digital images to be supplied in JPEG, PDF(A) FORMAT in color CDs/ DVDs .

Both the '**Technical Bid**' and the '**Financial Bid**' should be sealed separately in a cover and then submitted in a big envelope along with the sample images as specified in the Terms and Conditions.

Terms and conditions may be downloaded from our website www.orissaculture.gov.in The Quotations should be deposited in the office of the Superintendent, Odisha State Archives, Bhubaneswar, Odisha or may be sent by post.

For any technical query kindly visit the office and contact to the undersigned for further clarification during the working office hours.

Superintendent, Odisha State Archives, Bhubaneswar, Odisha will receive the quotations up to **12 Noon on 12.12. 2014** and the same will be opened in the presence of representatives of Tenders who happen to be present at **12.30 PM** on the same day.

Superintendent, Odisha State Archives Bhubaneswar, Odisha -751001

Introduction:

Invitation of tender for preparation of Digital images of Archival rare books & records of approximate 5 lakh pages or more to be supplied in JPEG FORMAT,PDF(A) format in color in CDs/ DVDs. The Service bureau/agencies will have to submit the tenders in two parts viz. 'Technical bid' and 'Financial Bid' separately in two separate sealed envelopes and should be super scribed accordingly. Both the envelopes should, then be kept in another sealed cover and super scribed as 'Tender for preparation of Digital Images for Rare Books & Archival Records in OSA.

Eligibility Criteria

SL. No	Basic Requirement	Specific Requirements	Document to be submitted
1.	Legal Entity	a) The bidder should be a Company/ Firm / Agency/ Bureaus/ Organization duly registered under the Indian Companies Act 1956 and operating since last 5 years from the date of publication of the tender b) Should have Service Tax Registration c) Should have Permanent Account Number	Certificates of incorporation/ registration and supporting documents for Service Tax, PAN
2.	Local office	The bidder should have local office at Bhubaneswar or willing to setup if selected.	Self-certificate by the Head
3.	Up-to-date Clearance /Return	The bidder must have VAT / Service Tax clearance or Returns	Up-to-date VAT & Service Tax clearance or return certificate
4.	Annual Turnover as on 31st March 2014	The bidder must have minimum turnover of 2 Crore per year and should be profitable for the last three consecutive years	Audited Financial Statements as on 31 st March 2014
5.	Technical Capability	1. The bidder should have completed at least 2 projects in similar nature worth of Rs. 1 Cr in last 5 financial years in State Govt/Central Govt/PSUs/Govt. Institutions. 2. Ongoing Projects in similar nature and value may be considered. 3. Work order mentioning the value of the project (Ongoing/Completed) should be enclosed. 4. The Company should Digitize 10,000 pages per day	Work Order. Completion Certificate from the client is preferred

SL. No	Basic Requirement	Specific Requirements	Document to be submitted
6.	Consortiums, JVs	Any form of JV, consortium or Sub-contracting is strictly not allowed	Declaration
7.	Quality Certification	Valid ISO 9001:2008 certificate	Copy of Certificates
		ISO 27001:2005 certification for Data security (shall be given preference).	Copy of Certificates
8.	Miscellaneous	An undertaking (self-certificate) that the bidder has purchased the relevant Hardware (minimum two overhead scanners) and engaging the said hardware for similar kind of services.	Self-certificate by the Head & Proof of Purchase
		The bidder should provide a CD/DVD with following information along with the 'Digital images'. a. Make, Model of Scanner. b. Date of creation of Digital images c. Digital images Resolution. d. Digital images formats. e. Details of retrieval tools. f. The agencies have to give the documentation of retrieval solution	CD/ DVD
		The agencies must submit a sample of similar scanned outputs on a DVD, qualifying the output criteria as detailed in the specifications	CD/ DVD
9.	Blacklisting	An undertaking (self-certificate) that the bidder hasn't been blacklisted by any central/State Government/PSU institution and there has been no pending litigation with any government department on account of similar services.	Self-certificate by the Head
10.	Earnest Money Deposit	EMD of Rs.20,000/- (Rupees twenty thousand only) in the form of Bank Draft of a scheduled bank guaranteed by Reserve Bank of India in favour of the " DDO, Odisha State Archives, Sachivalaya Marg, Bhubaneswar, Odisha-751001	

SCOPE OF WORK

Technical Requirement

1. The Approximately 5 lakh or more pages are to be Digitized in JPEG& PDF formats RAW images should be delivered in JPEG format and PDF format and supplied in Two good branded quality One set of each in DVDs and 2nd set of each in hard disk drives separately in color within **last week of Feb-2015**.
2. The documents to be digitized will normally be in the size of A-4/B-4/A-3 size.
3. The documents should be digitized at minimum of 300 dpi in color using **Face up Scanning technology** with pixel type moving linear CCD sensor scanner. Scanning in True color- ICC – International Color Consortium specs ,with white balance self-calibration to capture original colors, cold light during scanning to prevent any harm to the original document, Light from rear to front during scanning so that the gutter of the book and the adjacent text is properly & uniformly illuminated .

The PDF's should comply with the following specifications:

- I. PDF/A format(ISO19005-1:2005)
 - II. The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG 2000/PDF-A file format) for images retaining Search ability, good view and print quality .
 - III. **Image Enhancement Activities** Vendor should ensure that quality of scanned images are enhanced upto the optimum level and required image enhancement activities like Deskew, Despackle, contrast ratio setting etc. has been done on the documents.
4. On the completion of the work, the bidder shall hand over all digitized data weekly basis as specified to OSA for all intents and purposes.
 5. Necessary infrastructure like Scanner, Computer System, networking (OSA should have the proper Local area networking in its premises), backup device etc. for having the above project should be installed in OSA at their own cost. And the company has to bring scanners & other equipments on their own. OSA will provide only the space, electricity& seating arrangement.
 8. The documents to be digitized are of archival importance and due care in handling of this documents by operators has to be ensured. Any loss or damage of the document supplied for digitizing may result to cancellation of the contract immediately and the security deposit will be forfeited.
 9. The Company should start the job of preparation of digital images within 7 days from the date of signing the Agreement or else the EMD deposited by the Company will be forfeited as per Government of Odisha rules & procedure. The company / Firm should install necessary number of overhead scanners for completing the preparation of digital images of 5 lakh or more pages **by end of Feb 2015**. If the said target is not achieved by the company/Firm in the period, OSA

will have the right to terminate the contract immediately. To complete this target O.S.A will provide all the arrangements for doing the works in double sift.

10. It will be the responsibility of the agency to take the documents from the stack area for digitizing and after digitizing it should be restored in the same place from where it has been taken. Documents / records are to be arranged chronologically and necessary pagination done before Digitization work.

11. While on the assignment, the firm will not make or retain any Digital images copy of the documents / records for any purpose whatsoever, except for submitting the Digital images to the OSA as per the terms of the job.

13. The company should deploy professionally qualified supervisor who should check the digital images before the same is handed over to OSA for final checking.

15. The rate quoted will have the validity for the Current Financial Year 2014-15.

TERMS AND CONDITIONS:

- 1.1 Bidders have to ensure compliance of all clauses as described on the tender document and attached Scope of Work /technical specification indicated.
- 1.2 All information provided by the OSA offices or rare books and records collected by the bidder for executing the work will be considered confidential and will be handled by the bidder as it is a Confidential Information. In case of any negligence of the vendor may be penalized.
- 1.3 The bidder shall be vicariously liable to indemnify the OSA offices in case of any misuse of data / information by the bidder, deliberate or otherwise, which comes into the knowledge of the Client during the performance or currency of the contract.
- 1.4 Safe handling of legacy records is a major responsibility of bidder. While handling these, proper care is to be taken; hence vendor should deploy only experienced scanning operators. In case of any negligence the vendor may be penalized.
- 1.5 The Technical & financial bid will be submitted with following Annexure(s)

Annexure-I : Checklist for Technical Bid

Annexure-II : Bidder's Profile

Annexure-III : Representative Authorization Letter

Annexure-IV : Self Declaration

Annexure-V : Acceptance of Terms and condition

Annexure-VI : Price Schedule

- 1.6 It will be imperative on each bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.
- 1.7 Sealed financial bid has to be send by Regd. Post / Deposit in the“**SUPERINTENDENT, ODISHA STATE ARCHIVES,SACHIVALAYA MARG, BHUBANESWAR,ODISHA, PIN-751001**”

Late tender: Any tender received after scheduled date and time of submission of bids will not be considered.

- 1.8 Un-signed & un-stamped financial bids shall not be accepted.
- 1.9 Decision of OSA in respect of evaluation of bids and/ or award of contract shall be final.

- 1.10 Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 1.11 No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- 1.12 OSA reserves all rights to ask for any type of clarification failing which it may leads to **CANCELATION** the bid.
- 1.13 OSA will not be responsible for any misinterpretation or wrong assumption by the vendor.
- 1.14 OSA is not responsible for non-receipt of financial bids within the specified date and time due to any reason including postal delay or holidays.
- 1.15 Letter of Intent (LOI) will be issued to the successful Bidder after evaluation of the tender. The firm work order will only be issued after the Bidder deposits the Performance Bank Guarantee as per clause 1.19 within stipulated period.
- 1.16 OSA will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non-performance in any govt / semi govt/PSU or govt affiliated institution's floated tender/RFP/ Eol process.
- 1.17 The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.

1.18 Penalty

2% of **contract value** will be charged per week or part thereof for delay incompleteness of work as per the required terms and conditions already there mentioned in earlier financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.

1.19 Performance Security

The selected agency will submit 10% of the total bid value within 7 days of receipt of work order/Lol by way of irrevocable and unconditional Bank Guarantee/demand draft from Nationalized/Scheduled bank in favour of "Superintendent, Odisha State Archives" for a period of at least 6 months validity. The bank guarantee/DD should contain telephone number and contact office address of the issuing Bank so that the BG/DD can be verified. The proceeds of the Performance Security shall be payable to OSA as compensation for any loss resulting from the Company's failure to fulfill its obligations under the terms and conditions of the Work Order.

The Performance Security regarding commencement of job / task will be discharged by OSA and returned to the company not later than 30 (Thirty) days following the date of completion of the company's performance, related obligations under the terms & conditions of the Work Order.

1.20 PAYMENT TERM

1. Payment will be made after obtaining a certificate from one technical expert or from the Reprography Division about the satisfactory quality of digital.
2. 70% payment of the billed amount will be released after preliminary inspection (i.e image quality, dpi, quantity as specified) of the digital images to at OSA.
3. The balance 30 % payment (final payment) will be released after final inspection of the digital images subject to fulfillment of Technical condition mentioned above.

4. Digital images rejected fully/partially by OSA technical Officers will be re-done at Firms own cost If the company fails to deliver the Digital images as per condition laid down in technical condition, OSA will have the option to cancel the contract Immediately and award the contract to other company.

No payment will be made for Digital images not found of satisfactory quality.

1.21 Termination for Default

OSA may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the company, terminate the work / task in whole or in part, after sending a notice to the Company in this regard.)

- a) If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the BID Document/Financial Bid document.
- b) If the bidder fails to perform any other obligations under the terms and conditions. In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

1.22 Evaluation of Commercial offer

The Final Selection of Bidder will be done based on lowest rate quoted by the bidder. The lowest quoted bid henceforth will be called Lowest One (L1). Next lowest quoted bid hence forth will be called L2 & L3.

If the L1 bidder refuses / fails to accept the Work Order within fifteen days, the next responsive bidder (L2) will be proposed to accept the Work Order at the rates offered by the lowest bidder (L1) and so on.

1. The EMD shall be forfeited if a bidder withdraws its bid during the period of bid validity
2. In case of a successful bidder the bid security may be forfeited if the bidder fails to accept the Purchase Order or fails to furnish performance security after accepting the Work/ Purchase Order
3. The EMD of unsuccessful bidders will be returned as promptly as possible after the award/LOI is made to lowest evaluated bidder

1.23 Validity of Offer

The proposals shall remain valid for the current financial year i.e. 2014-15 after the opening of the commercial bids. In exceptional circumstances, the OSA may solicit the Bidder's consent for extension of the bid validity period.

1.24 Taxes & Duties

- 1.24.1 The prices shall be inclusive of all taxes & duties as applicable.
- 1.24.2 OSA shall be authorized to deduct any income/Service tax as applicable from the Bidder.
- 1.24.3 No escalation of cost is allowed during the validity of bid.

1.24.4 The prices quoted shall be firm throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into accountancy such change by deduction there from.

1.25 Jurisdiction

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the Court of Bhubaneswar, Odisha only.

1.26 Right To Reject/Accept The Tender

OSA reserves the right either to reject or accept any or all bids. The purchaser has exclusive right to alter the requirements at the time of placing the final purchase order. After placing the purchase order, the purchaser may order to defer the whole contract.. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

1.27 Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001 whose decision on such matters shall be final and conclusive.

1.28 Any form of JV, consortium or Sub-contracting is strictly not allowed.

1.29 Financial bid will be opened of only those vendors who qualify the technical bid along with submission of proof of documents

Last date of submission of Tenders

1. The quotation should be sent to the Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar, Odisha-751001 latest by **12.12.2014** before 12.00 Noon. No quotations will be accepted after the stipulated date and time.

Opening of Tenders

1. The quotations will be opened in the OSA at 12.30 p.m. on **12.12. 2014** in presence of all representatives of the company, who are desirous to be present at the time of opening the sealed quotation.

2. The 'Financial bid' will be opened only after the scrutiny of the 'Technical Bid' has been done and short listed. May be on the same day in order to avoid further delay.

Check list for Technical Bid

SL. No	Particulars	Document Submitted	Compliance (Yes/No)
1.	Legal Entity	Certificates of incorporation/ registration and supporting documents for Service Tax, PAN	Yes/No
2.	Local Office	Self-certificate by the Head	Yes/No
3.	Up-to-date Clearance /Return	Up-to-date VAT & Service Tax Clearance or return certificate	Yes/No
4.	Annual Turnover as on 31st March 2014	Audited Financial Statements ending 31 st March 2014	Yes/No
5.	Technical Capability	Work Order(s) , Completion Certificate(s)	Yes/No
6.	Quality Certification	Copy of ISO Certificate	Yes/No
7.	Miscellaneous	Purchase Invoice of Overhead scanner	Yes/No
		information along with the 'Digital images.(CD/ DVD)	Yes/No
		Sample (CD/ DVD)	Yes/No
8.	Blacklisting	Annexure-----	Yes/No
9.	Earnest Money Deposit		Yes/No
10.	Annexure-II to V		Yes/No
11	Annexure-VI	Price Bid (Not to be open in the technical bid opening)	Yes/No

Place:

Date:

Counter signature of Agency/firm

Company Seal

TECHNICAL BID FORM
(Technical Bid)

1. (a) Name of the firm/agency/_____

Postal Address _____

(b) Local office Address:- _____

2. Telephonic/telegraphic

(a) Firm/agency: Land phone (STD) code)- Land line Number)

Fax _____ Mobile:- _____

E.mail: _____ URL (of website) if any _____

3. PAN _____ Number (Xerox copy to be attached)

4. TIN/ Service tax _____ No. (Xerox copy to be attached)(Firm/Agency)

5. Income Tax Assessment Certificates for last 3 years. Xerox copy to be attached.

6. List of client completed or undertaken such type of work during last 3 years(State govt/Govt of India/PSU) .

7. Annual turnover FY (2011-12, 2012-13, 2013-14):-

8. Make, Model and quantity of Overhead Scanner till date in your firm:-

9. EMD of Value Rs. _____ (Rupees _____) vide

DD/Bank Guarantee No. _____ dt. _____ issuing Bank

Place:

Date:

Counter signature of Agency/firm

Company Seal USA-1/2012

REPRESENTATIVE AUTHORIZATION LETTER

To,

ODISA STATE ARCHIVES

SACHIVALAYA MARG,

BHUBANESWAR-751 001

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with financial bid reference No. OSA-01/2014. S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

Self Declaration

To,

Odisha State Archives
SACHIVALAYA MARG,
BHUBANESWAR-751 001

In response to the invitation No. OSA-01/2014, Ms. /Mr. _____,
as a _____, I / We hereby declare that our company
_____ is having unblemished past record and have not
declare blacklisted by any Central/State Government institution and there has been no
pending litigation with any government department on account of similar services. I/We
further declare that our company have not defaulted in executing any Government order in
the past.

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

BID REFERENCE NO : OSA-1/2012

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS AND FINANCIAL BID DOCUMENTS

To,

The Superintendent
Odisha State Archives
Sachivalaya Marg, Bhubaneswar – 751 001
Odisha

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document [OSA/1/2014] regarding For Selection of Agencies for Scanning & Digital Repository of Rare book and Records Of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document [OSA/1/2014] are acceptable to my Company/Organisation. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

ANNEXURE-VI

FORMAT FOR FINANCIAL BIDDING

Sl. No	Particulars	Page Size	Rate per Unit	Remarks
1.	Digital images of documents of at 300 dpi in color	A4/B4/A3 size documents		

(The rate is inclusive of all taxes)

Authorised Signatory

Place :

Date :

Common Seal of company